

Belgrade Community Library
Job Description
Position Title: System Administrator

2007

Accountable to: Library Director

Primary Objective of Position:

Under general supervision maintains library's computer network, provides computer support for staff and patrons; and maintains library collection.

Major Areas of Accountability and Performance:

Maintains library's computer network by performing the following: Orders and installs computer hardware and software; Maintains inventory of computer hardware and software; Identifies and resolves hardware, software and network problems, repairs and upgrades machines. Maintains security of network. Maintains and updates Library website. Assists staff and patrons in use of computers and software. Maintains public access computers by routinely monitoring both hardware and software systems.

Maintains library collection by performing cataloging and classification of holdings, as well as removal of out of date materials or materials in poor condition. Gathers statistical data (i.e. Director's Station) and/or Workflows reports to provide useful data for library efficiency or compliance requirements.

Performs Interlibrary Loan duties including requesting books from other libraries, maintaining filing system, updating Online ILL service

Performs miscellaneous duties including publication (flyer, mailers, signs, etc) design,

Provides back up for other positions, including circulation.

Working Conditions and Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an office type environment. Duties require extended periods of walking, standing, talking or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and using hands to finger, handle or feel. Duties require occasional periods of sitting, climbing or balancing, pulling/pushing items, and stooping, kneeling, crouching or crawling. Weights up to 25 pounds are frequently encountered, with some exposure of weights to 50 pounds, Must be able to pull and push book trucks, with casters, weighing up to 200 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to add, subtract, divide and multiply. Reading materials and verbal instructions require moderate interpretation. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans. The noise level ranges from quiet to moderate. Hours are irregular, including evenings and weekends.

Education, Training, and Experience Requirements:

Some post high school training, and a minimum of 18 months of library or other professional work. High level of computer competency is necessary. Networking skills and familiarity with Active Directory Domains are a plus.

Examples of Performance Criteria:

Plans and carries out regular schedule of computer maintenance and upgrades.

Assists other employees in performing duties.

Catalogs general collection of books, audio and video tapes, etc.

Designs publications, flyers, signs, etc.

Creates and documents procedures for various tasks dealing with cataloging and computer maintenance.